

CAJS-HR-AGR

(DATE)

MEMORANDUM FOR:

SUBJECT: Completion of 18 Years Active Federal Service

1. Reference: Table 5-1 and paragraph 6-7, NGR 600-5.
2. This memorandum is official notification that you have completed 18 years active federal service (AFS) for retirement effective _____.
3. Your Basic Active Service Date (BASD) established on you Retirement Point Summary (RPAS) is calculated by dividing total active duty points by 365. Your active duty points are manually converted to active duty days for a 20 year active duty retirement (divided by 360 which is based upon a 30 day month). Therefore, your BASD for an active duty retirement is different from the established on your RPAS summary. You will complete 20 years AFS on _____. Your mandatory retirement date is _____.
4. You are required to attend a Retirement Orientation at Fort Lewis. This orientation provides general information regarding retirement benefits and procedures. To schedule an appointment, contact the Liaison Office at (408) 242- 5595. When you submit for retirement and receive you orders, your out-processing appointment will include a one-on-one retirement briefing.
5. Your retirement packet must be submitted to CAJS-HR-AGR not later than 90 days prior to your retirement date. Enclosed is a sample retirement form IAW references stated above.
6. POC is AGR Retirement and Separations Section at (916) 854- 3406.

FOR THE ADJUTANT GENERAL:

Encl
As

CF:

XXXXXX X. XXXXXXXX
XXX, XX, CA ARNG
AGR Manager